

Schedule 39-103

DEPARTMENT OF EDUCATION COMMISSIONER'S OFFICE

July 8, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

39-103

AGENCY, BOARD OR COMMISSION

DEPARTMENT OF EDUCATION

DIVISION, BUREAU OR OTHER UNIT

COMMISSIONER'S OFFICE

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of April 15, 2004

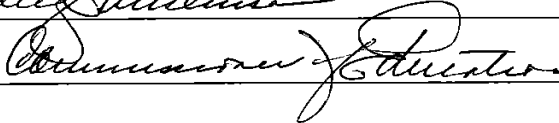
PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE



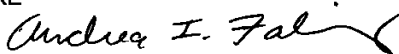
DATE

7-1-05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

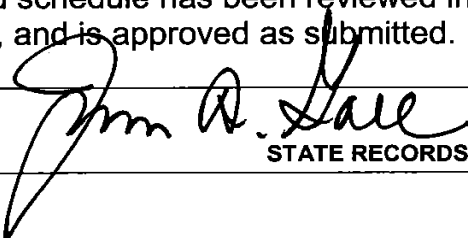
DATE

July 7, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

7/8/05

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 39-103 – DEPARTMENT OF EDUCATION – COMMISSIONER’S OFFICE

39-103-1 FEDERAL CHRISTA MCAULIFFE TEACHER FELLOWSHIP PROGRAM

All documentation regarding this national fellowship program for outstanding teachers to improve their knowledge or skills and the education of their students. The recipients can use the monies to improve their knowledge or skills and the education of their students. Records may include applications and criteria for awarding the loan.

Dispose of after 5 years, provided audit has been completed.¹

39-103-2 MILKEN FAMILY FOUNDATION

These files contain the Milken Family Foundation applications, Blue Ribbon Panelists, state conference information, luncheon, news clippings, etc. Video tapes of each of the winners are also included in these files.

APPLICATIONS AND LISTS OF WINNERS: Microfilm and destroy.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

ALL OTHER RECORDS: Dispose of after 5 years.

39-103-3 NEBRASKA STATE BOARD OF EDUCATION MEETINGS

All Board materials from the monthly State Board of Education meetings. These files include support materials and handouts from each meeting. These files may also include State Board agendas, minutes, and audiotapes from the monthly meetings. Transfer agenda, official minutes, and supporting material for Board meetings to the State Archives.

**AGENDA, OFFICIAL MINUTES, SUPPORTING MATERIAL FOR BOARD MEETINGS:
See Schedule 124, MINUTES OF MEETINGS.**

ALL OTHER RECORDS: Dispose of 5 years after approval of official minutes.

39-103-4 TEACHER OF THE YEAR PROGRAM

These files contain Teacher of the Year applications, lists of winners, project applications, reports, and other information regarding the Teacher of the Year.

APPLICATIONS AND LISTS OF WINNERS: Microfilm and destroy.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

ALL OTHER RECORDS: Dispose of after 5 years.

39-103-5 LAWSUIT DISCOVERY MATERIAL

State Board Members personal miscellaneous information requested for a lawsuit discovery phase may include: meeting materials, agenda, minutes, Rule Resource Books, personal State Board meeting materials, NASBE Committee materials, pamphlets and brochures, local and national conferences and meeting materials.

Dispose of after 8 years.

39-103-6 NEBRASKA 2000 COMMITTEE

A committee appointed by the Governor. Information includes communications by the State of Nebraska, phone lists, correspondence, agendas, meeting notices, publications, meeting minutes, workshop registration, goal materials and miscellaneous Nebraska 2000 reports.

Retain permanently.

DELETED RECORDS

39-1-7-1 PUBLICATIONS CATALOG

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet